

P.O.Box 62  
West Newfield, ME. 04095  
207-793-4348

Norman Hutchins  
Code Enforcement Officer

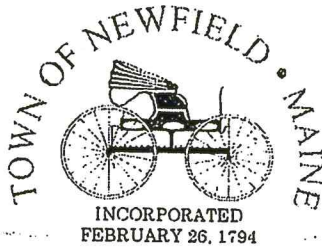
### **INSTRUCTIONS FOR APPLYING FOR A BUILDING PERMIT**

No Building Permit for any building or structure on any lot shall be issued except to the owner of record or his authorized agent. The proposed construction or alteration of a building or structure shall comply in all respects with the provisions of the Town Of Newfield's Zoning Ordinance, or with a decision rendered by the Zoning Board of Appeals or Planning Board.

Any application for such a permit shall be accompanied by some or all of the following required documents as required.

1. Building Permit Fee determined after review of application.
2. Copy of Deed for property.
3. A letter of authorization if other than the property owner applying for permit.
4. Copy of plans (8 1/2 x 11) drawn to include elevations, floor plans for all floors including basement, framing plans, engineered truss plans including but limited to roof and floor where applicable and all outside accessories (shed, decks, stairs, stoops and porches).
5. A completed Building Permit Application with site plan .
6. "Approval for Construction" by DHS #HHE 200 for a Waste Water Disposal System.
7. Driveway Permit Application if applicable.
8. A completed Plumbing Permit Application.
9. A completed Electrical Permit Application.
10. MAINE DEP Shoreland permit approval if applicable.
11. Road Release Form for Private Roads.

ALL NEW STRUCTURES AND DRIVEWAYS MUST BE STAKED OUT IN THE LOCATION WHERE THEY ARE TO BE CONSTRUCTED.  
ALL PERMIT APPLICATIONS WILL BE REVIEWED AND ISSUED WITHIN 14 DAYS OF SUBMITTAL OF A COMPLETE PACKET . ALL PERMITS ARE SUBJECT TO APPEAL OR REVOCATION WITHIN 30 DAYS AFTER ISSUING.



## NOTICE

1. Construction must start within 180 days/six(6) months from issuance of Building Permit.
2. Building Permit must be displayed visible from Roadway.
3. When all rough carpentry (electrical and plumbing) is complete, call the building inspector's office for rough-in inspection.
4. To obtain an Occupancy Certificate, contact the building inspector. All work must be completed.
5. If a return inspection trip is necessary for failing an inspection, an additional fee of \$25.00 will be charged.
6. You are responsible for the Building Permit. It must be returned to the Code Enforcement Officer **before** receipt of the Occupancy Certificate.

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I \_\_\_\_\_ hereby attest that all of the information/measurements stated on the building permit application/site plan are accurate and in compliance with the Town of Newfield Zoning Ordinance.

Furthermore, I understand that any variance from these measurements that encroaches the minimum setback requirements as set forth in the Newfield Zoning Ordinance, will be corrected through the direction of the Town of Newfield Code Enforcement Officer. In addition, I also agree to pay in full, all costs incurred by the Town of Newfield to bring into conformance any violation that this structure/use may create.

All permits are subject to appeal or revocation for 30 days after issuance. Commencement of work within the 30-day period shall be at risk of the permit/holder owner.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Code Enforcement Officer